

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervises the activities of a group of police officers or personally performs difficult and complex clerical and communication work as assigned, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for the police work of subordinates or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments, but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection.

EXAMPLES OF WORK

(Illustrative Only)

Inspects police officers before they go out on duty for compliance with departmental regulations;

Transmits orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions for better execution of work;

Report any breach of duty or inefficiency to your superior officer;

Conduct the primary investigation of major traffic accidents and violations;

Make daily reports as required;

Operate communication system, handle office details of arrests; booking and caring for prisoners, bonds, and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned;

Assists in taking requests for escort services and assists in making arrangements for special or unusual escorts;

Occasionally participates in the work of the Special Services Officers performing or providing escort services;
Acts in a public relations capacity by speaking at schools, churches, club meetings, and other civic gatherings.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

BC	06-05-51	11-09-94
Rev	11-12-73	04-26-01
	05-12-75	11-04-04
	09-07-77	08-22-07
	12-13-78	12-01-09
	08-18-88	03-21-12
	05-04-89	
	12-03-92	
	09-29-93	